

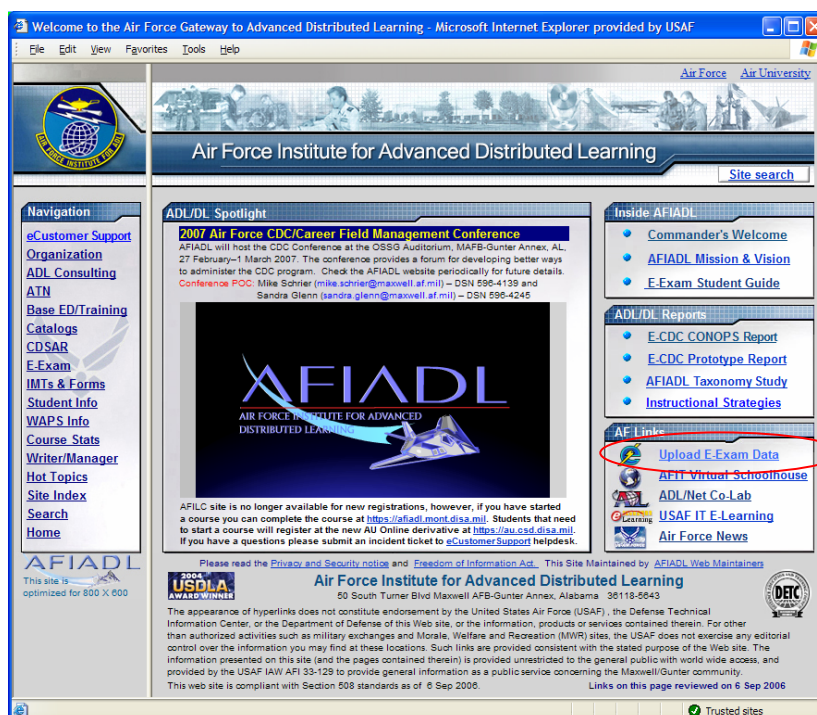
## New Procedures for Sending Student Test Data to AFIADL

The procedure for sending student test data files to AFIADL has been significantly changed. Instead of using the WSFTP-95 program to “transfer” files directly to our server, users will access a secure Internet website to “upload” the files. The following paragraphs explain how to use this new system.

1. The process actually begins while you are batching “raw” student test files (downloaded from the E-exam program) using the Answer Sheet Manager (ASM) program.
  - Drive/folder location of batched file(s) – Per the instructions on page 83, step 10 of the E-exam Test Control Officer Guide, you should save the batch file(s) and associated .eci file(s) to some folder (floppy drive, hard drive, flash drive, etc.). **Make note of the drive and folder where you save these files.**
  - File names and number of files – On page 84, step 13 of the guide, notice that once you have saved the batch file(s) a window will pop-up listing the names of the files you should send to AFIADL (similar to the screenshot below). **Make note of the total number of files AND the file names listed in this window. These are the ONLY files you need to send to AFIADL. Do NOT send the “raw” data files (.00A, .00B, etc.) in addition to the files listed in the window.**



2. Next, access the AFIADL Test Data upload web page. To access the site, you'll need to open Internet Explorer (on a computer that is connected to the Internet) and use either of the following ways to pull up the site:
  - Type in the following URL in the address window (or simply click on the link): <https://augateway.maxwell.af.mil/tcfupload/>.
  - Accessing the AFIADL homepage (<http://www.au.af.mil/au/afiadl/>) and click on the link indicated below:



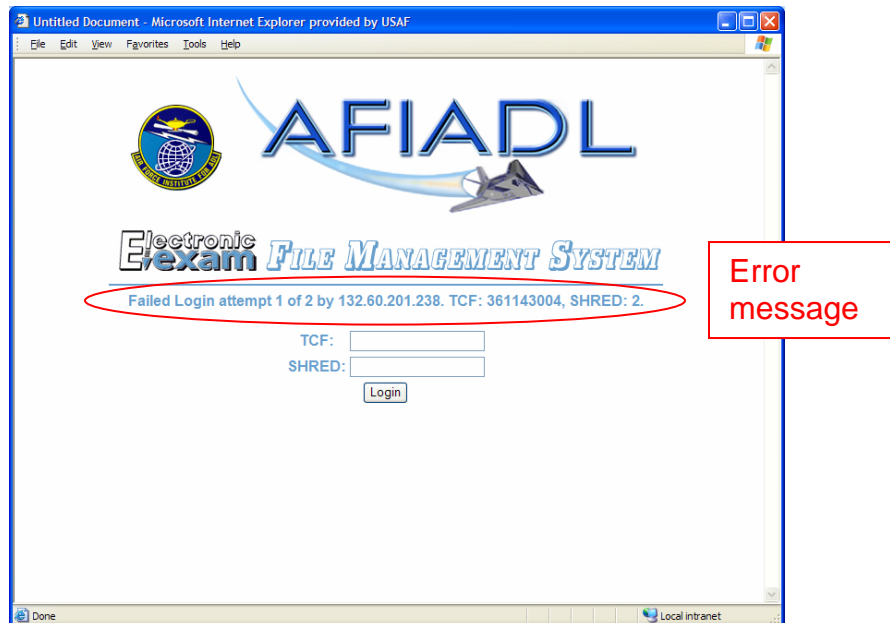
You should see the upload website open as shown below:



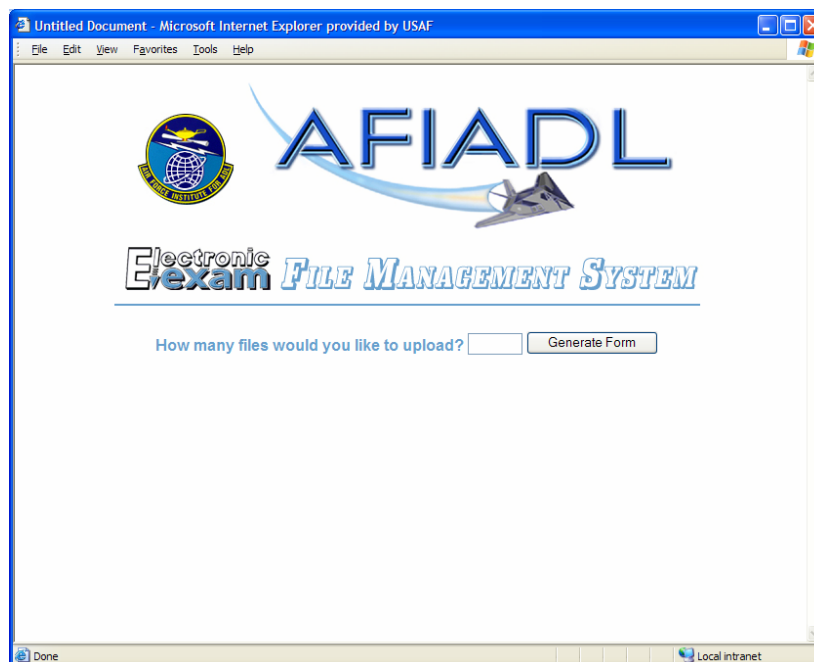
**(NOTE: Consider saving this website as a Favorite in your browser since you'll need to visit this site routinely).**

3. Enter your Test Control Facility (TCF) number (a nine-digit number, no spaces or dashes) and Shred (a one-digit number) in the appropriate blocks, and then click the **Login** button. When you click the **Login** button, your TCF number & shred is checked against a master list to ensure you are authorized to upload data.

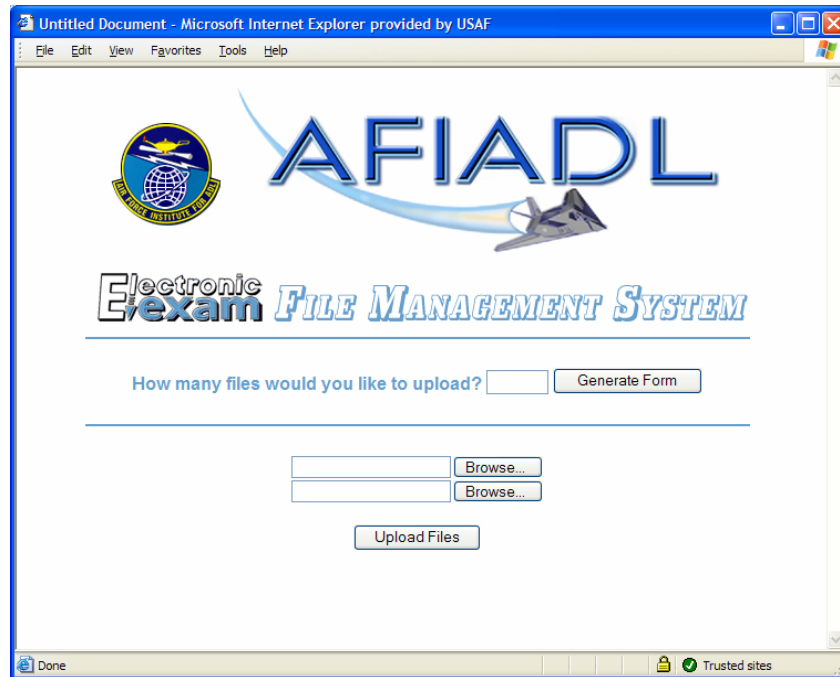
4. If you enter an incorrect or invalid TCF number and/or shred, you'll receive an error message like the one indicated below.



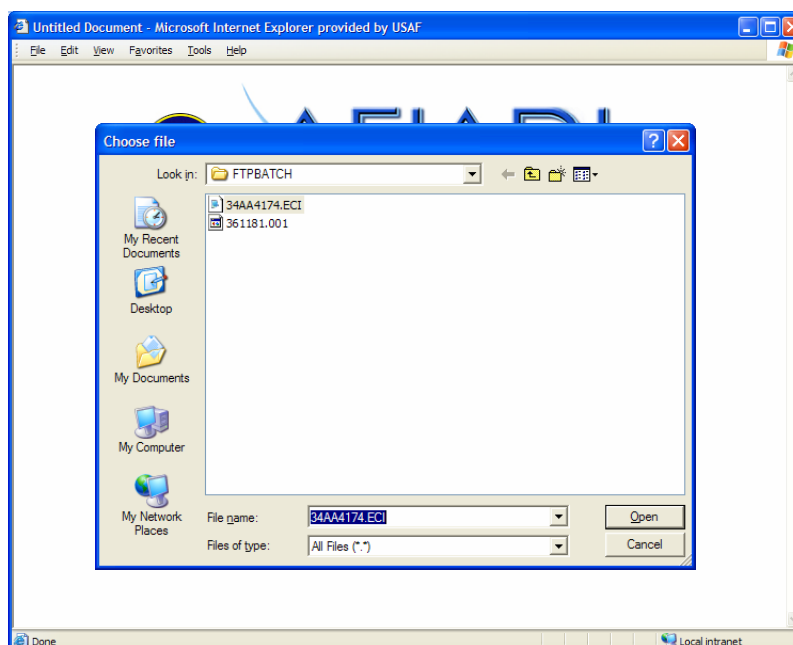
5. After three consecutive attempts to login using an incorrect TCF number and/or shred, you'll be locked out of the system (not recommended). If this occurs, close your browser and wait 30 minutes before starting the process again.
6. When you successfully login using a valid TCF number and shred, you'll see the webpage below appear on your screen.



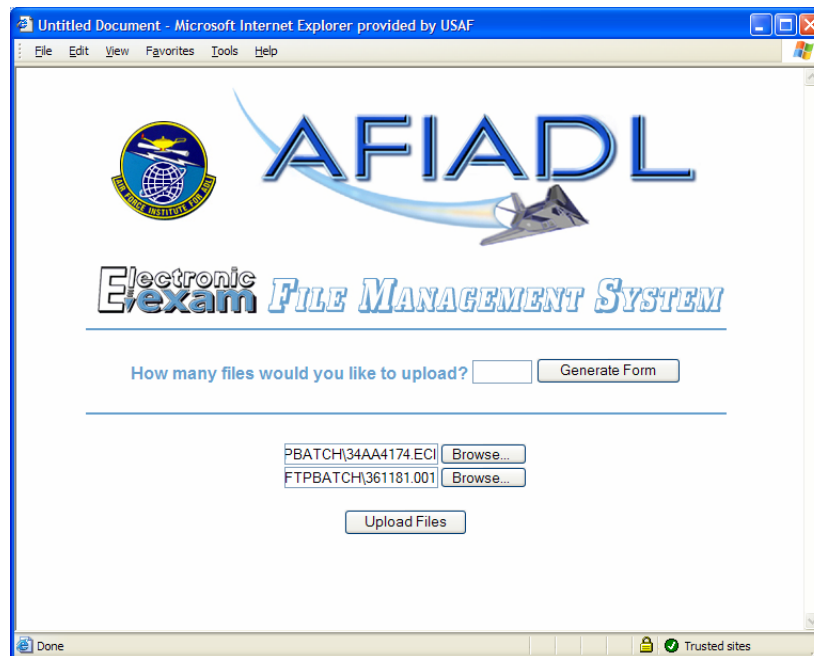
7. Enter the number of files you are going to upload in the box. You should already know this number from Step 1. Once you've entered that number in the box, click the **Generate Form** button.
8. If, for example, you had entered "2" in the box and clicked on the **Generate Form** button, you would see a web page appear very similar to the one shown below. Notice that there is a blank box followed by a **Browse** button for each file you'll need to upload.



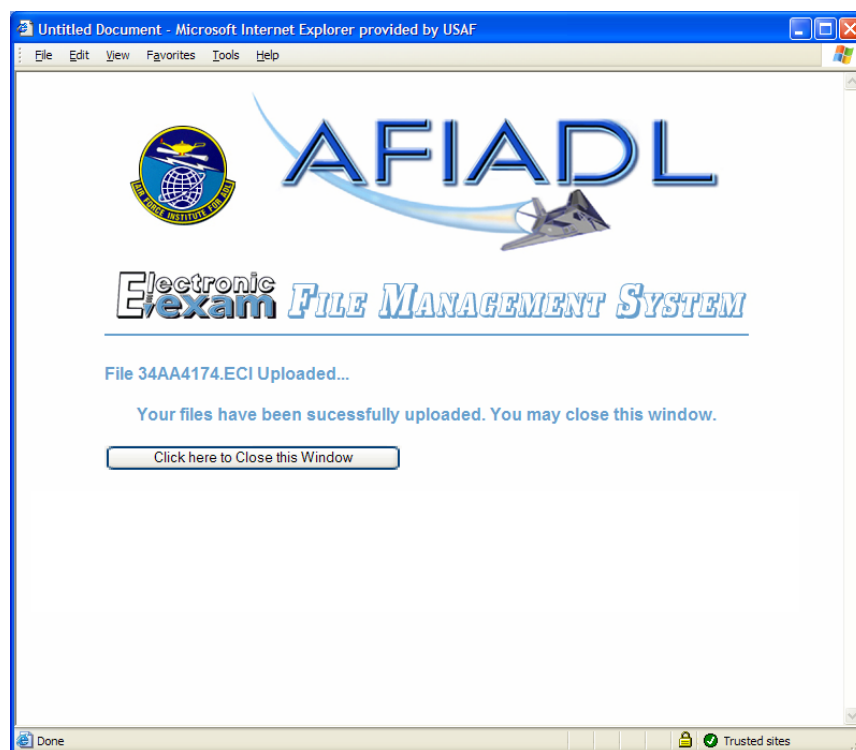
9. When you click a **Browse** button, you'll see a **Choose File** pop-up window appear similar to the one shown below (usually on top of the web page):



10. Use the **Choose File** pop-up window to locate the proper drive/folder, select the file you want to upload, and click on the **Open** button. This will place the file you selected in the corresponding blank box, similar to the screen shown below.



11. Notice that you may not be able to view the entire filename in the box because the full path (drive, folders, and filename) are all crammed into the box. If you would like to view the filename to be absolutely certain you selected the correct file(s) for upload, click anywhere in the desired box and then press the "End" key on your keyboard. The image above shows the filenames in the top two boxes. Viewing the filename is not a requirement, just a suggestion.
12. Repeat this process until you have all of the file names showing in the boxes. When you're ready to send the files, click the **Upload Files** button.
13. After the files have been successfully transmitted, you should see a confirmation window similar to the one below:



14. If you run into technical difficulties using this upload webpage, contact the AFIADL E-exam Support Team by phone at DSN 596-3174/3622, commercial (334) 416-3174/3622, or via email at [e-exam@maxwell.af.mil](mailto:e-exam@maxwell.af.mil).
15. If you have questions regarding the successful reception of your batch or other specific data transmission problems, please contact the AFIADL Data Branch at DSN 596-4640/4628, commercial (334) 416-4640/4628, or via email at [databranch@maxwell.af.mil](mailto:databranch@maxwell.af.mil).